



**Indira Gandhi National Open University
Staff Training and Research Institute of Distance Education**

**National Online Training on Self-Learning Material Development
(August 4 – Sept. 26, 2008)**

Registration & Needs Assessment Form

1. Your Name: _____
2. Your Highest Qualification: _____
Major: _____
3. Complete Address: _____

Phone: _____ Mobile: _____ Email: _____
4. Describe what you do or intend to do in the field of distance education.

5. In what area you intend to develop self-learning material?
Level: Secondary/ Higher Secondary/Graduate/ Post GraduateAny other
Class: _____ Subject: _____
Topic: _____

Signature of the Participant

Recommendation by Employer/HOD:

Signature of the Employer/HOD

(Give details of your access to Computers and experience in using ICT in page overleaf)

6. Do you have direct personal access to the following:

YES	NO	Computer Hardware and Software	Office	Home	Others (specify)
		Personal Computer (PC) <input type="checkbox"/> Windows ____ <input type="checkbox"/> Linux ____ <input type="checkbox"/> Macintosh ____			
		Email <input type="checkbox"/> Web-mail ____ Hotmail ____ Yahoo ____ Gmail ____ <input type="checkbox"/> Client-based Mail ____ Outlook ____ Edura ____ Others ____			
		World Wide Web <input type="checkbox"/> Netscape ____ <input type="checkbox"/> Internet Explorer ____ <input type="checkbox"/> Opera ____ <input type="checkbox"/> Mozilla ____			
		Network Connection <input type="checkbox"/> Modem ____ Speed ____ <input type="checkbox"/> Broadband ____ Speed ____ <input type="checkbox"/> LAN ____ Speed ____			
		Applications <input type="checkbox"/> Word-processing ____ <input type="checkbox"/> Presentation ____ <input type="checkbox"/> Spreadsheet ____ <input type="checkbox"/> Databases ____ <input type="checkbox"/> Graphic Editing ____ <input type="checkbox"/> Audio/ Video/ Animation ____			

7. Your experience in use of Information and Communication Technology:

Years	ICT Skills	Self Rating of Skills			
		Excellent	Good	Fair	Poor
	Word-processing software				
	Email				
	Web searching				
	Presentation software				
	Chat (Yahoo, MSN, Skype)				
	HTML				
	Multimedia authoring				

8. Any other information you would like to share:

Signature of the Participant

Date:
Place: